



Every employee plays a role in the success of the **CITY OF LIBERTY**, and this is how **YOU** will make an impact as a **PUBLIC WORKS PROJECT INSPECTOR**.

**How your role makes a difference:**

All employees are stewards of the community, influencing and enhancing services to our citizens, confirming the **CITY OF LIBERTY** was the correct choice for their place to grow, play and live. As the **PUBLIC WORKS PROJECT INSPECTOR**, you will perform technical inspection and engineering duties for the Engineering Division within the Public Works Department; review project plans and specifications; and perform a variety of technical tasks relative to assigned area of responsibility.

**You Will**—As a successful top performer, you will excel in the following (but not limited to) essential functions:

**Department Operations:**

- Proactively support department functions ensuring community's needs are being met.
- Inspect and investigate public works construction projects and activities; respond to related complaints; review construction project specifications ensure compliance with construction specifications, plans, Federal, State, and city codes, regulations and ordinances.
- Review construction plans and specifications; ensure proposed project materials comply with City regulations; inspect, monitor and test the quality of materials used in engineering projects to ensure specification compliance; assist in the interpretation of municipal specifications.
- Review surveying work of construction projects to determine compliance with project specifications; conduct inspections of all commercial driveway, sidewalks and public utility construction; coordinate and inspect all construction projects conducted in the city's right-of-way; prepare and review legal descriptions.
- Prepare, maintain and update a variety of files and records including daily records of each project inspected detailing the construction progress; prepare a variety of payment documents including cost estimates and change orders; prepare a variety of reports and other necessary correspondence.

**City Operations:**

- Assist in driving business impact to positively affect community growth, change, and citizen satisfaction with their municipal team and services.
- Assist with snow removal operations when necessary.
- Research, monitor and ensure that contractors follow appropriate insurance, bonding and permit requirements to comply with City specifications.

**Citizen/Customer Relations:**

- Proactively engage and interact with citizens to ensure their customer experience leaves a positive impact.
- Answer questions and provide information to City staff, private contractors and developers and the general public; respond to and resolve sensitive citizen inquiries and complaints.

**Strategic Partner:**

- Share opinions and ideas regularly and actively participate in department functions and team meetings.
- Attend and participate in professional group meetings; attend training seminars and stay abreast of new trends in project construction.
- Performs other duties as needed to ensure quality municipal services for our citizens.

**You Have**—Any combination of experience and training that would provide the required KSA (knowledge, skills, abilities) is qualifying. A typical way to obtain required KSA would be:

**Knowledge of:**

- Qualified techniques, formats and/or instructions for performing essential functions of position.
- Basic operations, services, and activities of assigned department.
- Basic principles of office and/or departmental procedures and equipment.
- Professional written and verbal communication standards.
- Pertinent laws that affect assigned division and department.
- Principles and procedures of construction and engineering inspections.
- Methods, materials and techniques used in the construction of public works and projects.

**Ability to:**

- Understand the organization and operation of the City.
- Provide established return on investment through outcomes of work performed.
- Respond to requests and inquiries from customers/citizens in a professional, positive, friendly and helpful manner.
- Establish and maintain effective working relationships with other City employees.
- Prepare and present ideas that support overall goals of the department and City.
- Work independently in the absence of supervision.
- Maintain physical condition appropriate to the performance of essential duties including operating and maintaining assigned equipment.

- *Maintain mental capacity which permits satisfactory performance of essential functions including decision-making, communication, teamwork and positive customer/citizen interactions and experiences.*

**Experience:**

- *One year experience required; some construction experience is preferred.*

**Training:**

- *Equivalent to a high school diploma supplemented by training in construction or a related field.*

**We Have**—*Amazing and competitive perks in our organization. You'll enjoy:*

- *Variety of low cost benefit plans*
- *70% discount to the community center*
- *Wellness initiatives that reward you with vacation hours*
- *Organizational commitment to work/life balance*
- *Welcoming attitude towards innovation and creativity*
- *Valued current team members*
- *Opportunities for promotions and career growth*
- *Friendly department competitions*
- *Fun and interactive employee newsletter*